Hamilton Fire Department requires a full and complete Flame Effects Plan Information Package to be submitted for review prior to any use of flame effects or acts within the City of Hamilton.

The following is a list of documents and information that is required to be included in all submissions of Flame Effects Plan Information Packages:

- Location of production, show or event
- Date and time of production, show or event
- Name of Person, group or organization responsible for the production
- Flame Effect Classification (Group I through VII), all that apply
- Company name
- Sponsoring Organization and address
- Comprehensive site plan includes:
  - A narrative description of the flame effect
  - The location of flame effect devices to be fired and their controls and sequence
  - The area affected by the flame effect device
  - The location of the audience
  - The fuels used and their estimated consumption
  - Air for combustion and ventilation for indoor effects
  - Flammable material piping
  - Storage and holding areas and their capacities
  - Supplemental fire protection features (includes line-of-sight to devices, extinguishers, safety meeting, and emergency shutdown method)
  - Emergency response procedures
  - Means of egress

- A current material safety data sheet (MSDA) for the materials (fuels) consumed in the flame effect.
- Documentation that the combustible materials used for the construction of the flame effects have been rendered flame retardant
- Name of the effect operator
- Letter of consent from building or property owner
- Proof of Insurance – Insurer name, policy #, amount of liability coverage ($5,000,000 min.)
- Disconnection of smoke detectors etc. and alternate plans if necessary
- Traffic control plans (if applicable)
- Hamilton Police approval if necessary (road closures)
- Notify TSSA (fax) re: propane use

**Note:** For effects that involve the use of compressed gas or liquid flame generators (e.g. propane flame bars, flame breathing dragon etc.) contact Technical Standards & Safety Authority (TSSA) and obtain approval for the use of the devices. TSSA can be contacted at 1-877-682-8772.
Test Firing

In unique situations Hamilton Fire Department may require a test firing of devices.

**Note:** Once approved, no changes/additions/substitutions/modifications of flame effects are permitted without written notification and associated details being forwarded to this Department. In addition this Department is to be notified in writing of any changes or modifications to any information originally provided to this Department.

For additional information or clarification call (905) 546-2424 ext. 1380.